

Minerals Management Service
Minerals Management Service Manual

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Part 370.610: Hours of Duty

Chapter 1: General Provisions

Originating Office: Administration and Budget, Human Resources Division

1. Purpose: To establish policy and standard procedures for the administration of hours of duty within Minerals Management Service (MMS).

2. Objectives: To ensure uniformity and understanding of hours of duty and to provide a basis for pay and leave administration.

3. Policy: It is the policy of MMS to administer hours of duty according to appropriate law and regulations.

4. Authority: The basic statute governing Federal hours of duty is 5 U.S.C. 61. The Office of Personnel Management (OPM) has also issued regulation 5 C.F.R. Part 610 and OPM Handbook on Alternative Work Schedules that provide additional guidance on Federal hours of duty; other references include Comptroller General Opinions.

5. Responsibilities.

A. The Director is responsible for establishing MMS hours of duty in accordance with applicable laws and regulations.

B. The Associate Director for Administration and Budget, through the Human Resources Division, is responsible for developing hours of duty policies and procedures.

C. Supervisors and managers are responsible for administering hours of duty policies and procedures including ensuring that allowing employees to work alternative schedules does not interfere with the mission of the organization or increase operating costs.

D. Employees are responsible for adhering to work schedule policies and procedures including being present for work during the hours planned for under the individual's work schedule and accurately reporting actual hours worked each workday and pay period.

6. Delegation of Authority.

A. Authority to approve individual requests for nonstandard work schedules in Headquarters rests with the Associate Directors and in the Field with MRM Managers, Division Chiefs, Regional Directors and Managers, and ASC Managers. Associate Directors may redelegate this authority at the Headquarters level. Refer to MMS Manual 218.1, Administration Delegations of Authority.

B. Immediate supervisors are authorized and required to:

1. Approve work schedules.
2. Determine lunch breaks.
3. Verify that reported hours worked are correct.
4. Assure work schedule plans for each employee allow for adequate office coverage and provide for productive work to be accomplished.
5. Assure that work schedules do not interfere with the mission of the organization or increase operating costs.
6. Assure that the employee is present for work during the hours planned for under the individual's schedule.
7. Adjust work schedules if the needs of the MMS are better served.
8. Withdraw an employee's option of 5-4/9 Maxiflex Work Schedule if warranted by circumstances such as leave concerns, abuse of procedures, critical work projects.